



# Community Development Department - Planning Division

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## Rezoning

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If your property is currently in a zone that does not permit your proposed use, you can request a zone change. This process requires a Planning Commission public hearing, followed by a City Council public hearing. Rezoning requests are more likely to be approved if consistent with the General Plan land use designation.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you approximately one week prior to the City Planning Commission meeting (refer to the City Planning Commission tentative schedule for the approximate date). Extra copies are available from the Planning & Building Department.

**TIME:** The process will take approximately 90 days from submittal of a complete application.

**HEARINGS:** The applicant, a representative, or the legal owner should be present at all hearings.

**APPEAL PROCESS:** If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (***FILING FEES ARE GENERALLY NOT REFUNDABLE***)

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):

- ☐ One (1) copy of the completed General Application form.
- ☐ One (1) copy Environmental Information Form. (*For scheduling use CEQA scheduled meeting dates.*)
- ☐ One (1) copy Plat Map of the Subject Property. (Assessor's Map showing the subject parcel(s) is acceptable.)
- ☐ One (1) copy of application to the Riverside County Airport Land Use Commission (ALUC)  
*The ALUC application is required at the time this application is filed if the project site is within an Airport Influence Area (see attached maps). See "ALUC Information" handout for further information.*
- ☐ One (1) copy Hazardous Site Review Questionnaire
- ☐ One (1) copy Hazardous Materials Questionnaires
- ☐ One (1) copy of Variance Justification Form for each variance requested.
- ☐ One (1) copy of the most recent Grant Deed with a complete and accurate legal description of each parcel involved. (A deed can be obtained from a Title Company).
- ☐ One (1) copy of Parcel Description Describing the Exact Area to be Rezoned: Provide the necessary metes and bounds legal description prepared, signed and sealed by a licensed Land Surveyor or Civil Engineer authorized to practice Land Surveying in the State of California for the area of the property to be rezoned. The descriptions are required to be on an 8 ½ inch by 11 inch-sized paper with the title "Attachment A" at the top.